



Application for Commercial Driver Training Instructor License

Commercial Driver Training School Section
P. O. Box 27412
Richmond, Virginia 23269-0001
(804) 367-9156

FEES: \$50 – One Year License \$100 – Two Year License **NOTE:** License must be concurrent with school license and that fee is prorated.

TYPE OF APPLICATION (please check one): ☐ Original (First-time application) ☐ Renewal ☐ Transfer ☐ Reinstatement ☐ Upgrade

IDENTIFYING INFORMATION

INSTRUCTOR NAME LAST FIRST MIDDLE		NAME OF COMMERCIAL SCHOOL WHERE EMPLOYED	SCHOOL PHONE NUMBER
MAILING ADDRESS (P. O. BOX/STREET)		SCHOOL ADDRESS (STREET, P.O. Box only not acceptable)	
(CITY/STATE) (ZIP +4)		(CITY/STATE) (ZIP +4)	
HOME ADDRESS (P.O. BOX/STREET)		Have you ever been convicted of a law violation, including moving traffic violations but excluding offenses committed before your eighteenth birthday which were finally adjudicated in a Juvenile Court or under a youth offender law? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list and explain (attach additional sheets as needed):	
(CITY/STATE) (ZIP +4)			
HOME PHONE NUMBER	DRIVER OPERATOR NUMBER AND EXPIRATION DATE	INSTRUCTOR LICENSE NUMBER (if previously licensed)	

INSTRUCTOR EXPERIENCE AND HISTORY

❶ All instructors providing classroom and/or in-car instruction must possess five years of driving experience. Have you been properly licensed to drive a motor vehicle in Virginia for a minimum of five years? ☐ Yes ☐ No If no, please attach evidence of minimum driving experience requirements through licensure from another state.

❷ Driving records of all instructors providing classroom and/or in-car instruction must reflect no more than six demerit points. Does your driving record reflect no more than six demerit points? ☐ Yes ☐ No

❸ Will you provide training for students under the age of nineteen? ☐ Yes ☐ No If no proceed to certification section of this form.

❹ All instructors of student under nineteen years of age must have successfully completed six (6) semester hours in driver education approved by the Department of Motor Vehicles consisting of:

- a. 3 semester hours in Introduction to Driver Education: Driver Task Analysis and
- b. 3 semester hours in Instructional Principles of Teaching Driver Education or
- c. have a valid Virginia teaching certificate with a driver education endorsement:

Have you completed these requirements? ☐ Yes ☐ No

EMPLOYER CERTIFICATION

I certify that the above named individual is an employee, or has applied to become an employee, of this driving school in a position that involves the training of individuals in the operation of motor vehicles.

PRINT NAME OF SCHOOL

SIGNATURE OF OWNER/MANAGER

DATE

EMPLOYEE CERTIFICATION

I hereby make application for a commercial driver training school instructor license and certify that all facts contained in this application are true and valid. By my signature I authorize the Department of Motor Vehicles to verify that my Virginia driver's record fulfills the requirements for my licensing under current statute and regulations.

SIGNATURE

DATE

THIS SECTION FOR DMV USE

CLERK STAMP	VERIFICATION OF	FEE/ACCOUNT CONTROL	REMARKS:	LICENSE NUMBER
	<input type="checkbox"/> TEACHING CERTIFICATE <input type="checkbox"/> COURSE TRANSCRIPT <input type="checkbox"/> STATE POLICE CRIMINAL BACKGROUND CHECK <input type="checkbox"/> FEE	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
	DRIVER HISTORY CHECK <input type="checkbox"/> 5 YRS POINTS _____	<input type="checkbox"/> DATA ENTRY		

Note: If not previously licensed, a certified transcript of courses or a copy of a valid Virginia teaching certificate with a driver education endorsement must accompany this application.